

February 27, 2003

To: Supervisor, Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**SHERIFF BOARD LETTER REQUESTING TO RETROACTIVELY ISSUE
PURCHASE ORDERS TO TEN (10) VENDORS FOR VARIOUS SERVICES AND
SUPPLIES ORDERS (ITEM NO. 78, AGENDA OF MARCH 4, 2003)**

The Sheriff's Department is requesting approval for the Internal Services Department (ISD), as the County's Purchasing Agent, to issue ten (10) retroactive purchase orders totaling \$147,468 to various vendors for services and supplies requested and received in violation of the County's purchasing guidelines (attachment).

Five of the unauthorized purchase orders were identified by the Sheriff as procurement violations and were disclosed to your Board on November 20, 2002. The other five violations were recently discovered as part of the Department's internal review and restructuring of its Contracts Unit. Accordingly, the Sheriff has provided training to the personnel involved in these transactions and, where appropriate, initiated administrative investigations into the circumstances surrounding each of these violations.

Approval of the Sheriff's request will allow for the retroactive payment of outstanding charges for various services and supplies rendered to the Department. While it is not our policy to recommend approval of retroactive purchase orders, we have placed this item on the March 4, 2002 Board Agenda for your consideration as a policy issue.

If you have questions, please contact Brian Mahan at (213) 893-2297.

DEJ:DL
RG:BM:ljp

Attachment

sheriff-retro.bm

Sheriff's Department
Request to Issue Retroactive PO's
Agenda: March 4, 2003

	<u>Vendor Name</u>	<u>Date Services Rendered</u>	<u>Amount Due</u>	<u>Description of Services Rendered</u>	<u>Bureau/Location</u>
1	American Office Interiors	June-02	\$10,269.00	Miscellaneous furniture	Court Services (Chatsworth)
2	Broken Horn Saddlery	September-02	\$9,503.00	Posse equipment	Patrol (Temple Station)
3	Unisource	October-02	\$10,416.00	Target range paper	Custody (Biscailuz Mobil Range)
* 4	Pace Lithographers	July-02 to September-02	\$10,514.00	Publication costs of the Reserve News	Reserve Forces Bureau
5	Radiological Specialists, Inc.	Jan-02 to April-02	\$53,000.00	X-ray equipment maintenance & repair	Medical Services Bureau
6	FLIR Systems, Inc.	October-01	\$7,113.00	Repairs to infrared camera on a helicopter	Aero Bureau
* 7	Wescam Sonoma, Inc.	May-02	\$9,960.00	Repairs to infrared camera on a helicopter	Aero Bureau
* 8	Rotair Industries	June-02	\$7,150.00	Various aircraft parts (two orders).	Aero Bureau
* 9	Heli-Mart, Inc.	August-02	\$9,421.00	Various aircraft parts (four orders).	Aero Bureau
* 10	RoWing Aviation, Inc.	April-02 July-02	<u>\$20,122.00</u>	Various aircraft parts (five orders).	Aero Bureau
	TOTAL DUE		<u><u>\$147,468.00</u></u>		

* = Retroactive purchase orders not previously identified.

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